



Guide to Clatsop County Short-Term Rentals



CLATSOP COUNTY ASSESSMENT AND TAXATION

820 Exchange Street, Suite 210

Astoria, Oregon 97103

Phone: (503) 325-8522

Fax: (503) 338-3638



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QUICK VIEW

CLATSOP COUNTY

SHORT TERM RENTAL PROCESS

STEP #1

Before submitting an application package, please contact the Clatsop County Community Development Division to verify that the property is zoned for short-term rentals. Land Use Planning staff must sign the Land Use Compatibility Statement (LUCS) included in this packet certifying that the property is zoned for short-term rental use.

STEP #2

Submit completed application, \$550 fee, and all supporting documents, except Certificate of Compliance from Public Health and Home Inspection Checklist from Building Codes. These departments will contact the applicant to schedule an inspection. Applications should be submitted to the Clatsop County Assessment and Taxation Department

STEP #3

County staff will route the application to the Clatsop County Public Health Department. Public Health staff will contact the applicant. After the Public Health Department issues a Certificate of Compliance staff will route the application to Clatsop County Building Codes.

STEP #4

Staff from Clatsop County Building Codes will contact the applicant to schedule a home inspection. After Building Codes issues a Certificate of Compliance the application will be returned to Clatsop County Assessment and Taxation.

STEP #5

Staff from Clatsop County Assessment and Taxation issues a display permit.

STEP #6

Clatsop County will mail required notice to surrounding properties within 300 feet.



CLATSOP COUNTY SHORT TERM RENTAL CHECKLIST

In order for a short-term rental application and/or renewal to be complete, the following documents must be submitted. **If any documents are missing, the application must be returned to the applicant along with a letter outlining the missing elements.**

TO BE PROVIDED BY THE APPLICANT

- ☐ **\$550 permit fee**
Payment may be made in cash (if in person), credit card, debit card or check payable to Clatsop County Assessment and Taxation Department. Payment must accompany the application.
- ☐ **Clatsop County Short Term Rental Application (Page 4)**
All property owners and the designated agent (if applicable) must sign the application form. Use additional sheets of paper for more than two owners.
- ☐ **Signed Applicant Statement (Page 6)**
- ☐ **Zoning Land Use Compatibility Statement (LUCS) (Page 7)**
Signed documentation from the Clatsop County Planning Division verifying that the proposed use is permitted in the zone
- ☐ **Map Depicting the Tsunami Evacuation Route (if applicable)**
- ☐ **Scaled Site Drawing**
The site drawing must show property lines and buildings, including garages parking spaces, driveways and other off-street parking spaces. This sketch does not need to be the quality of a formal "engineering drawing" but does need to be to scale (Example: 1" = 25').
- ☐ **Floor Plan**
The floor plan must show the location of all sleeping areas, beds, windows and doors.
- ☐ **Proof of Liability Coverage on the Short-Term Rental**
The insurance must include the address of the short-term rental.
- ☐ **Information on Renter Notification of Regulations**
Statements describing how renters will be notified in writing regarding regulations, location of parking, quiet hours, garbage removal and recycling.
- ☐ **Transient Room Tax Registration Form (Page 8)**
All application packets must also include a completed Transient Room Tax Registration Form (as required by the Assessor's Office).
- ☐ **Bacteria and Nitrate Water Testing (if applicable)**
All applicants with properties that utilize a non-public supply for potable water (i.e. well, cistern, etc.) must submit a Bac-T test from a currently licensed potable water testing lab in the State of Oregon.
- ☐ **Instructions Regarding Delivery of Permit**
If the permit is to be mailed to someone other than the first owner listed in our records, please provide written delivery instructions.

TO BE PROVIDED BY COUNTY STAFF

- ☐ **Certificate of Compliance from Clatsop County Public Health Department**
Staff from the County's Public Health Department will contact the applicant to confirm whether records are available for the existing septic system or whether an Evaluation of Existing System (EES) is required. All required repairs and upgrades must be completed prior to a Certificate of Compliance being issued.
- ☐ **Home Inspection Form completed by the Clatsop County Building Official**
Staff from the County's Building Codes Division will contact the applicant to schedule an inspection time. All repairs/upgrades required to address life safety requirements must be completed prior to final approval from Building Codes.
- ☐ **Display Permit**
Staff from Assessment and Taxation will issue the final display permit once all County approvals have been acquired. A permit is valid for five (5) years.
- ☐ **Notification of Surrounding Property Owners**
Clatsop County staff will mail the required notices to surrounding property owners within 300 feet of the short-term rental.



CLATSOP COUNTY SHORT TERM RENTAL PERMIT APPLICATION

Clatsop County Assessment and Taxation
820 Exchange Street, Suite 210, Astoria, Oregon 97103
Phone: (503) 325-8522 Fax: (503) 338-3638
assessor@co.clatsop.or.us www.co.clatsop.or.us

FEE: \$550

Effective July 1, 2018, Clatsop County requires approval of a revocable permit for short term (up to 30 consecutive days) rental of residential property in unincorporated areas of Clatsop County, including within urban growth boundaries. In Arch Cape, these rentals are limited to either a minimum period of seven nights or, if fewer than seven nights, then to no more than one rental within a seven (7) night period. These permits are processed and reviewed similar to a Type 1 Development Permit.

INSTRUCTIONS TO APPLICANT – COMPLETE THIS FORM – PLEASE PRINT CLEARLY

REQUIRED ATTACHMENTS:

- Certification from the Clatsop County Planning Division that the proposed use is permitted in the zone
- Scaled drawing showing property lines and, including all buildings, garage spaces, driveways and off street parking.
- Floor plan showing sleeping areas, beds, doors and windows.
- Map depicting the tsunami evacuation route (if applicable)
- Proof of liability coverage on the short term rental (including address of rental property)
- Statement describing how renters will be informed of regulations and location of parking, quiet hours, garbage removal and recycling.
- Completed Transient Room Tax Registration form. Attach a list, with signatures, of all owners if more than two.
- Bacteria and Nitrate Water Testing (if applicable)
- Instructions regarding delivery of permit if it is to be mailed to someone other than the first owner listed in our records.
- Completed application
- Signed Applicant Statement
- \$550 application fee

ALL PROPERTY OWNERS MUST SIGN THIS APPLICATION

INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED OR PROCESSED

Property Address _____

Township _____ Range _____ Section _____ Tax Lot _____

Number of sleeping areas proposed: _____ Property in Arch Cape?: Y _____ N _____

Applicant Name _____ Email _____

Mailing Address _____ City State Zip _____

Phone: Daytime _____ Evening _____ Cell _____

Use additional sheets of paper for more than two property owners. **NOTE: Owner addresses will be displayed on permits.**

¹Owner Name _____ Email _____

Mailing Address _____ City State Zip _____

Phone: Daytime _____ Evening _____ Cell _____

Signature: _____ Date: _____

If the property owner does not sign this application, a letter authorizing signature by the applicant must be attached.

²Owner Name _____ Email _____

Mailing Address _____ City State Zip _____

Phone: Daytime _____ Evening _____ Cell _____

Signature: _____ Date: _____

If the property owner does not sign this application, a letter authorizing signature by the applicant must be attached.

PARTY RESPONSIBLE AND AUTHORIZED TO ACT TO PROMPTLY REMEDY ANY COMPLAINTS:

Agent/Manager Name _____ Email _____

Mailing Address _____ City State Zip _____

Phone: Daytime _____ Evening _____ Cell _____



CLATSOP COUNTY SHORT TERM RENTAL PERMIT APPLICATION

Clatsop County Assessment and Taxation
820 Exchange Street, Suite 210, Astoria, Oregon 97103
Phone: (503) 325-8522 Fax: (503) 338-3638
assessor@co.clatsop.or.us www.co.clatsop.or.us

Department Use Only –

Permit No. _____ Date Issued: _____ Authorization: _____

FEE \$550.00 _____

PUBLIC HEALTH APPROVAL

Sleeping Areas Authorized by Public Health: _____

Date of Certificate of Compliance: _____

Public Health Signature: _____

BUILDING CODES APPROVAL

Initial Inspection Date: _____

Requires Re-inspection? Y _____ N _____

Re-inspection date (if applicable): _____

Requires Re-inspection _____? (Additional fee required) Y _____ N _____

FEE \$125.00 _____

Building Codes Approval Date: _____

Building Codes Signature: _____



CLATSOP COUNTY SHORT TERM RENTAL APPLICANT STATEMENT

1. I declare that I am the legal owner of subject property or an authorized agent of the legal owner of record. I will obtain all necessary permits and complete any modifications required renting the subject property for a short term rental. All statements in this application are true and accurate to the best of my knowledge. I understand that if a permit is issued based on false statements, or it is determined that I have failed to fully comply with all requirements that are part of this permit, any permit approval may be revoked.
2. I will at all times fully abide by all State, Federal and local laws, rules and regulations governing my activities conducted or planned pursuant to this permit.
3. As a condition for issuing this Clatsop County Short Term Rental Permit, I agree to hold Clatsop County harmless from and indemnify the county for any liability that might arise from short term rentals of this property and for any and all claims, damages, actions, causes of action or suits of any kind or nature whatsoever, which might result from the undersigned's failure to fully abide by any of the requirements in Clatsop County Ordinance No. 03-13 (Arch Cape), Clatsop County Ordinance No. 18-01 (unincorporated Clatsop County, excluding Arch Cape) and/or any other applicable law.
4. **WAIVER OF VESTED RIGHTS DURING APPEAL PERIOD.** The issuance of a short term rental permit by the Clatsop County Assessment and Taxation Director may be appealed within twenty (20) calendar days of the date of the notice of conditions, suspension or revocation. I understand that the issuance of a permit may be reversed on appeal. I further understand that actions taken by me during the appeal period shall be at my own risk. I agree that Clatsop County is not responsible for consequences or damages in the event that the issuance of a permit is reversed in appeal.
5. I am aware that my failure to abide by Clatsop County ordinances may result in revocation of this permit or enforcement action by the County and that enforcement action may result in revocation of this short term rental permit.
6. I understand that a change in use is not authorized under this permit and may require a new Clatsop County Short Term Rental Permit. (Check first with the Clatsop County Community Development Department).
7. I understand that any modifications to the dwelling that require a building permit also require a new inspection by Clatsop County Building Codes and a new Clatsop County Short Term Rental Permit. (Check first with the Clatsop County Community Development Department).

I have read and understand the APPLICANT'S STATEMENT and agree to abide by the terms.

I have met and will continue to comply with the standards under this ordinance.

Applicant Signature _____ Date: _____



Clatsop County
Community Development
800 Exchange Street, Suite 100
Astoria, Oregon 97103
Phone 503 325-8611 Fax 503 338-3606
comdev@co.clatsop.or.us www.co.clatsop.or.us

Short Term Rental Land Use Compatibility Statement

Property Address: _____

Base Zone: _____ Overlay District(s): _____

Short-Term Rental Location:

T _____ R _____ S _____ TL _____ Acres _____

Applicant Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Owner Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Other Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

SIGNATURES:

Applicant: _____ Date: _____

Owner: _____ Date: _____

Agent/Other: _____ Date: _____

Clatsop County Community Development:

Based upon the above zoning, it is determined that Short Term Rental is a use permitted in that zone. Short Term Rentals are subject to the regulations outlined in Ordinance 17-02 and Ordinance 19-04. These ordinances apply to Short Term Rentals located within the unincorporated areas of Clatsop County, including within the urban growth boundaries that are NOT subject to an Urban Growth Boundary Management Agreement.

Authorization: _____ Date: _____



Clatsop County Tax Office
820 Exchange Street, Suite 210
Astoria, OR 97103

Transient Room Tax Registration

Rental Property Address _____ Map and Tax lot Number _____

Owner Information:

¹Owner Name: _____ Email _____

Mailing Address: _____

Phone: Day _____ Evening _____ Cell _____

²Owner Name: _____ Email _____

Mailing Address: _____

Phone: Day _____ Evening _____ Cell _____

Property Manager Information:

Agency Name: _____ Agent Name: _____

Mailing Address: _____

Phone: _____ Email: _____

**** The information above is subject to Public Information request****

Lodging Intermediaries:

List the Intermediaries that will be collecting Transient Room Tax on your behalf i.e. VRBO:

Will you be collecting rents from tenants separately from the Lodging Intermediaries listed above? _____

All Owners and Managers must sign this form in order for it to be considered complete.

Owner _____ Date _____

Owner _____ Date _____

Property Manager _____ Date _____

*** Pursuant to Clatsop County Ordinance 17-01 and 18-01 it is the responsibility of the Property Owner to ensure Transient Room Tax is collected and remitted to the Tax Administrator. ***



Clatsop County
Assessment and Taxation

820 Exchange St., Suite 210
Astoria, OR 97103
(503) 325-8522 phone / (503) 338-3638 fax
www.co.clatsop.or.us

Short-Term Rental Application Fees
Adopted December 12, 2018

Short-term Rental Application.....	\$550
Building Codes Re-inspection Following 2nd Inspection Fee.....	\$125
per additional inspection	
Ownership Transfer Only (no structural changes since issuance of permit.....)	\$50
Ownership Transfer and Re-inspection.....	\$300



LAND USE AND BUILDING CODES REQUIREMENTS AND STANDARDS

PERMIT REQUIRED:

Effective July 1, 2018, Clatsop County began requiring approval of a revocable permit for the short term rental (up to 30 consecutive days) of any residential property in the unincorporated areas of Clatsop County. Owners of short term rentals must also comply with the requirements of the Clatsop County Transient Room Tax Ordinance 17-01.

“Rental” is defined as an agreement granting the use and possession of a dwelling unit to a person. Use of a dwelling unit by a recorded owner or other person or persons without monetary consideration shall not be considered to be a rental under this Ordinance.

“Rented” means the use of a dwelling unit granted to a person in exchange for monetary consideration.

Arch Cape Only: Rental of a short term dwelling unit is limited to either a minimum of seven nights or, if fewer than seven nights, to no more than one rental within a seven-night period.

APPLICATION PROCESS:

STEP #1: Contact the Clatsop County Planning Division to verify that the property is zoned for short-term rentals. Land Use Planning staff must sign the Land Use Compatibility Statement (LUCS) that is included in this packet (Page 7) to certify that the property is zoned for short-term rental use.

STEP #2: Submit a complete application packet, including all documents on the Clatsop County Short Term Rental Checklist to:

Clatsop County Assessment and Taxation
820 Exchange Street, Suite 210, Astoria, Oregon 97103
Phone: (503) 325-8522 Fax: (503) 338-3638

assessor@co.clatsop.or.us www.co.clatsop.or.us

Monday through Friday 8:00 a.m. to 5:00 p.m. (except holidays)

A complete application packet is required for each rental property and may be submitted in person or by mail to the above address. Applications are usually processed within two weeks of receipt, but can take longer, depending upon volume.

STEP #3: Public Health staff will contact the applicant to determine the status of the septic system and verify what documentation may be required from the applicant. If repairs are required, these repairs must be completed prior to Public Health issuing a Certificate of Compliance. Complete information regarding the Public Health Certificate of Compliance process can be found on Page 16.

STEP #4: Building Codes staff will contact the applicant to schedule an inspection. Any repairs or code-related health and safety requirements must be completed before Building Codes can sign off

on the permit application.

- STEP #5:** Permits are valid for a maximum of five (5) years. Original permits will be mailed to the first owner listed on the application form unless a written request is submitted indicating:
- the permit should be mailed to the agent indicated on the application
 - the permit will be picked up in person. Please include contact information so that staff can notify that the permit is ready for pick-up
 - other arrangements for delivery of the permit
- STEP #6:** Clatsop County Staff will mail required notices to surrounding property owners within 300 feet of the short term rental.

Minimum required standards for short term rentals are listed in the table below. Complete copies of Ordinance 17-02 (Arch Cape) and 19-04 (Unincorporated Clatsop County, excluding Arch Cape) are available upon request.

AREA SPECIFIC SHORT TERM RENTAL REQUIREMENTS (short term rentals must meet these standards based upon the location of the property)		
REQUIREMENT	ARCH CAPE ONLY	UNINCORPORATED CLATSOP COUNTY (EXCLUDING ARCH CAPE)
Maximum Number of Short Term Rental Units per Lot	One rental per lot or parcel, excluding a caretaker residing in the Residence or ADU	One dwelling unit per single lot or parcel
Length of Rental	Minimum of seven (7) nights, or if fewer than seven (7) nights, no more than one rental within a seven (7) night period	Not to exceed thirty (30) consecutive nights
Parking	<p>County staff will determine the number of parking spaces based on information in the approved Building Codes checklist.</p> <p>On-street parking may be used only if off-street parking spaces are not physically available. If on-street parking must be used, the renter is required to use the parking along the frontage of the rental unit.</p>	One (1) off-street parking space for each approved sleeping area, plus one (1) additional parking space. Trailers for boats and all-terrain vehicles may be allowed in available off-street parking spaces
Maximum Occupancy	Two (2) people per sleeping room, plus an additional four people, up to a maximum of 14 people.	Three (3) persons per sleeping area, plus an additional two (2) persons in the rental unit. Those under two (2) years of age shall not be counted. Tents and recreational vehicles shall not be used to increase the number of people approved to occupy a short term rental.

UNINCORPORATED COUNTY-WIDE SHORT TERM RENTAL REQUIREMENTS (ALL short term rentals in unincorporated Clatsop County, including Arch Cape, must meet these standards)	
# of Sleeping Rooms	Each sleeping room must be a fully enclosed habitable space with a heat source and an exterior exit that opens directly to the outside or an emergency escape/rescue window. Building Codes staff will determine the number of qualified sleeping rooms.
Payment of Transient Room Tax	All applicable county room taxes shall be paid pursuant to County Code Chapter 3.16
Home Inspection	Clatsop County Building Codes approval of the home inspection. Required inspection items are detailed on Building Codes Checklist Included in this packet.
Parking	Parking shall not, under any circumstances, hinder the path of any emergency vehicle. Renters may be cited and fined under existing State law in the event they park illegally. The owner or contact person shall notify every renter in writing of the required off-street parking and other parking spaces available to serve the short term rental.
Garbage Removal	The owner shall provide covered garbage containers that can be secured. All garbage must be placed and be kept in secured containers provided for that purpose. Containers shall not block access to the property or dwelling unit. Garbage shall be removed a minimum of one (1) time per week unless the short term rental is not rented. Owners shall provide guests with information about recycling opportunities.
Quiet Hours	The hours of 10:00 p.m. until 7:00 a.m. the next day are required quiet time. Renters who violate this standard may be issued a citation and be subject to a fine pursuant to Clatsop County Code §8.12.
Complaints	The owner or contact person shall notify every renter, in writing, of the quiet times and that a renter may be fined for violations under this ordinance. The owner or contact person shall attempt to contact a renter by phone or in person within twenty (20) minutes of receiving any complaint concerning the conduct of a renter.
On-Site Wastewater Treatment	If the property is not connected to a public sewer the on-site wastewater treatment system must be able to handle the capacity of the number of bedrooms of the home and the total number of occupants. Specific information regarding the certification process is provided in the Public Health – FAQs Sheet, included in this packet.



Clatsop County

Community Development – Building Codes

800 Exchange St., Suite 100
Astoria, OR 97103
(503) 338-3697 phone
(503) 338-3666 fax
www.co.clatsop.or.us

Building Code Requirements:

1. House numbers clearly visible from the street.
2. The current short term rental permit permanently and prominently displayed inside and near the front entrance of the short term rental.
3. At least one off street parking space available for each approved sleeping area plus one additional parking space. On street parking is not allowed.
4. Dwelling equipped with adequate and secured garbage storage containers. Weekly service required when dwelling is occupied.
5. At least one functioning fire extinguisher accessibly located within each floor of the dwelling. Fire extinguisher has a minimum rating of 2-A:10-B:C. The extinguisher is mounted on a wall with the handle between 3-4 feet above the floor.
6. Smoke alarms installed in all sleeping rooms, outside all sleeping areas, and on each floor.
7. Carbon monoxide alarms installed inside each sleeping room or within 15' of each sleeping area.
8. All stairways with four or more risers equipped with an approved handrail.
9. All guardrails able to withstand a 200 hundred pound lateral impact force.
10. All sleeping rooms/areas have windows or doors designed to emergency egress requirements. Rooms that do not meet the required egress standards are locked at all times when the dwelling is used as a short term rental. The sills of required egress windows do not exceed 44" above the floor. The minimum net clear opening of grade floor egress windows at least 5.0 square feet; the net clear opening of upper floor egress windows at least 5.7 square feet. All required egress windows have minimum clear width of at least 20" and minimum height of 24".
11. Exterior hot tub has adequate structural support and a locking cover or other barrier to adequately protect against potential drowning when the hot tub is not available for permissive use.
12. No broken windows or damaged doors.
13. Doors have working locks openable from the inside without a key or special knowledge.
14. All plug-ins and light switches have face plates.
15. The electrical panel has all circuits labeled and is accessible to the tenants.
16. Ground Fault Circuit Interrupter (GFCIs) protected receptacles provided at all outdoor locations, kitchen and bathroom sinks.
17. All fireplaces, fireplace inserts and other fuel burning appliances or heat sources properly installed and vented.
19. If the fireplace, fireplace insert or other fuel burning appliance does not have a chimney or flue in compliance with the code and the manufacturer's installation requirements the appliance must be permanently secured and signed "NOT FOR USE".



CLATSOP COUNTY ENVIRONMENTAL HEALTH FAQs

Q: What is the first step in the certification process for assuring my septic system is adequate for complying with the short-term rental ordinance?

A: The first step is to determine whether Clatsop County Public Health has records on your septic system. This can be accomplished by coming into the Public Health office located at 820 Exchange Street in Astoria, Oregon, or by calling 503-325-9302. You will need to have a site address and the Section, Township and Range of the property to help us find the records.

Q: What is needed to receive a Certificate of Compliance from Clatsop County Public Health?

A: There are several routes to receive a Certificate of Compliance. Here are the most likely scenarios:

- If records of the septic system are available for a given property and the septic system is less than 10 years old, is not in a state of failure, and the system is not pressurized, the owner would receive a certificate of Compliance from Clatsop County Public Health.
- If records of the septic system are available, and the septic system is 10 years old or older, **OR** if a property does not have septic system records, an Evaluation of Existing System (EES) is required. If the EES indicates that the system is functioning properly, no repairs will be required on the system.
- If the EES indicates that the system is **not** operating properly, a letter of non-compliance will be provided to the owner outlining the problems with the system that must be addressed. Owners will have 60 days to correct the problems noted on the EES. **Please note that a repair permit issued by Clatsop County Public Health is required for all septic system repairs.**
- **Pressurized Systems:** In addition to the items above, if the system is pressurized, an Operation and Maintenance contract with a third party provider will be required. Once the Operation and Maintenance contract has been submitted to Clatsop County Public Health, the owner would receive a Certificate of Compliance.
- If the EES finds that a cesspool, drywell or similar system that is inadequate for treating residential strength sewage is the type of septic system serving the property, the owner will receive a letter of noncompliance. The owner would be required to abandon that system and install a new (repaired) system within 60 days. Once the system has been properly repaired, and an Operation and Maintenance contract has been submitted to Clatsop County Public Health, the owner would receive a Certificate of Compliance.

Q: Where do I find the list of providers who can perform an Evaluation of Existing System and/or repair a septic system?

A: You can find the list of licensed providers who can perform EES's here:
http://www.co.clatsop.or.us/sites/default/files/fileattachments/public_health/page/2971/licensed_septic_disposal_services.pdf

Q: Where would I find a list of providers who can perform Operation and Maintenance?

A: You can find the list of licensed Operation and Maintenance providers who can perform repairs here:
http://www.co.clatsop.or.us/sites/default/files/fileattachments/public_health/page/1776/maintenance_providers_om_list_1.pdf

Q: Where are the forms I need to submit to repair a system?

A: All the forms you will need for this process are located here:
<http://www.co.clatsop.or.us/publichealth/page/onsite-septic-sewer-program-applications-and-forms>

Q: What is the fee for this process?

A: The fee for determining compliance is included in the \$550 short term rental application fee. **Please be advised that other fees may be required if a repair is necessary to receive a Certificate of Compliance.**

Q: How do I go about testing my well/drinking water supply?

A: You will need to contact a certified laboratory. You can find them using your web browser and the key words, "certified water testing labs near me." Once you have selected a company to work with, ask them for the supplies and instructions to test your water supply for bacteria and nitrates.

After receiving the results, submit them to Clatsop County Public Health for review. If the results indicate your water is free of bacteria and nitrates, no further testing will be required. If the results indicate the presence of bacteria or nitrates, your application will not move forward until the contaminant is eliminated from the water supply. The certified lab you choose to work with can assist you through a re-sampling process.

Q: If I have questions about this process, who should I contact?

A: You should contact the On-site Septic System Program at Clatsop County Public Health at 503-325-9302 or by email at health@co.clatsop.or.us.



CLATSOP COUNTY SHORT TERM RENTAL COMPLAINT PROCESS & FORM

COMPLIANCE, INVESTIGATIONS, HEARINGS AND PENALTIES:

- Owners of short term rental units must obey all applicable ordinances and regulations of Clatsop County and are subject to the enforcement and penalty proceedings contained in the applicable County Ordinances.
- Any property owner who operates a short term rental in violation of this section is subject to the abatement and penalty provisions of ORS 203.065, 203.810, and ordinances adopted under the Clatsop County Charter. The enforcement provisions of Clatsop County Code, Chapter 1 also apply, except where modified by this section

If there is a problem, these are the steps:

- The complaining party notifies the contact person designated on the permit of the alleged violation and outlines the desired remedy.
- The contact person promptly responds and fixes any situation or problem.
- If the response is not satisfactory, the complaining party can file a complaint with Clatsop County. Complaints must be submitted in writing and include a description of the alleged violation as well as the time, date and nature of the alleged violation.
- The property owner must allow the County to inspect any records related to the short term rental dwelling unit upon request. The County can initiate enforcement under Chapter 1 of the Clatsop County Code. After conducting its investigation, the County options may:
 - Take no action on the request for the revocation of the short-term rental permit
 - Attach conditions to the existing short-term rental permit
 - Require a new inspection
 - Suspend the short-term rental permit until conditions are met
 - Revoke the short-term rental permit

Anyone dissatisfied with the County's enforcement decision may appeal and seek a hearing in front of the Clatsop County Hearings Officer.

If a permit is revoked, the owner cannot obtain a short term rental permit prior to one year from the date of revocation.

Any property owner found in violation of the provisions of this ordinance will be required to reimburse Clatsop County for the costs of enforcement including reimbursement of staff time, investigation costs, mailings, service fees, mileage and other costs related to the investigation and prosecution of the violation in question.



Clatsop County

Community Development

800 Exchange Street, Suite 100
Astoria, Oregon 97103
Phone: 503 325-8611
Fax: 503 338-3606
comdev@co.clatsop.or.us
www.co.clatsop.or.us

COMPLAINT FORM

Subject Property Address: _____

Location: Please describe using landmarks and mileposts. Be as detailed as possible.

Legal Description: T _____ R _____ S _____ TL(s) _____

Zoning: _____ Overlay Districts: _____

Owner: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Violator: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Have you contacted the violating party? Yes ☐ No ☐ _____

Complaint filed as follows:

Complainant: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Signature: _____ Date: _____